

**VA HUMAN RESOURCES MANAGEMENT POLICY – POLICIES AND  
INSTRUCTIONS PRIMARILY APPLICABLE TO VA PERSONNEL UNDER CIVIL  
SERVICE RULES AND REGULATIONS**

**1. REASON FOR ISSUE:** This Veterans Health Administration (VHA) supplement reissues policy incorporating all changes formerly contained in VHA Circulars, Interim Issues, and errata relating to Department of Veterans Affairs (VA) manual MP-5, Part I, Chapter 308.

**2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This reissuance:

a. Reflects Public Law 100-527, Department of Veterans Affairs Act, dated October 23, 1988, establishing VA as well as major component and other titles, including the Secretary of Veterans Affairs and Under Secretaries.

b. Reflects changes due to recodification of Title 38, United States Code (U.S.C.); changes to 5 U.S.C.; Title 5, Code of Federal Regulations (CFR) and abolishment of the Federal Personnel Manual.

c. Reflects changes due to recodification of 38 U.S.C.

d. Uses current nomenclature to describe internal delegations of authorizations and program responsibilities.

**3. RELATED ISSUES:** MP-5, Part I, dated December 31, 1998.

**4. RESPONSIBLE OFFICE:** The Office of the Deputy Assistant Secretary for Human Resources Management (05) is responsible for the contents of this supplement.

**5. RESCISSIONS:** VHA Supplement to MP-5, Part I, Chapter 308, dated March 27, 1979, is rescinded.

**6. RECERTIFICATION:** This document will not be recertified, and is temporary in nature, until the MP-5, Part I and its supplements are published under the Directives Management System.

S/ Frances Murphy, M.D. for  
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Deputy Under Secretary for Health

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## **CHAPTER 308. STUDENT EDUCATIONAL EMPLOYMENT**

### **308.01 SCOPE**

This chapter applies to the appointment of health care administration residents, interns and trainees in student educational employment programs established under authority of Title 5, United States Code (U.S.C.).

### **308.02 POLICY**

Health care facilities will take full advantage of the staffing flexibility offered by Department of Veterans Affairs (VA) training programs in health care administration by appointing trainees in such programs under the Student Career Experience Program (SCEP) agreement option of the Federal Student Educational Experience Program. Upon successful completion of their SCEP programs, these trainees may be converted to career-conditional or career appointments, as appropriate.

### **308.03 HEALTH CARE ADMINISTRATION RESIDENTS**

a. Health care administration residents are graduate students pursuing a master's degree in a program approved by the Accrediting Commission on Education for Health Services Administration. Practical experience is for 1 year and is usually performed following the completion of 1 academic year of graduate study.

b. Residents will be appointed under Title 5, Code of Federal Regulations (CFR) 213.3202(b).

c. Compensation for residents is locally established by facility Directors at appropriate levels within maximums prescribed by Federal civil service regulations and VA (see VHA Supp., MP-5, Pt. I, Ch. 534, Sec. A.)

d. Residents appointed under 5 CFR 213.3202(b) may be non-competitively converted to career-conditional or career appointments, as appropriate, provided all requirements of 5 CFR 213.3202(b) are met.

### **308.04 HEALTH CARE ADMINISTRATION INTERNS**

a. Health care administration interns are graduate students pursuing a Master's Degree in a program approved by the Accrediting Commission on Education for Health Services Administration. Practical experience is typically available during the summer between 2 years of graduate level academic study and is for a period of 2 to 4 months.

b. Interns whose work assignments are anticipated to equal or exceed 640 hours necessary for non-competitive conversion must be appointed under 5 CFR 213.3202(b). Those interns whose

work assignments are not anticipated to meet the 640 hours requirement under 5 CFR 213.3202(b) will be appointed under the authority of 38 U.S.C. 7405.

c. Compensation for interns appointed under 5 CFR 213.3202(b) is locally established by Directors at appropriate levels within maximums prescribed by Federal civil service regulations and VA (see VHA Supp., MP-5, Pt. I, Ch. 534, Sec. A). Compensation for those interns who are appointed under the authority of 38 U.S.C. 7405 will be in accordance with the provisions of VHA Supplement, MP-5, Part II, Chapter 3.

d. Interns appointed under 5 CFR 213.3202(b) may be non-competitively converted to career-conditional or career appointments, as appropriate, provided all requirements of 5 CFR 213.3202(b) are met.

### **308.05 HEALTH CARE ADMINISTRATION TRAINEES**

a. Health care administration trainees are undergraduate students pursuing a Bachelor's Degree in health care administration or a closely related field. Practical experience is usually from 2 to 4 months during the summer between the junior and senior years.

b. Trainees whose work assignments are anticipated to equal or exceed 640 hours must be appointed under 5 CFR 213.3202(b). Appointment will be at the General Schedule (GS)-3 grade level if the trainee has completed 2 years of college and at the GS-4 grade level if the trainee has completed 3 years of college. Those trainees whose work assignments are not anticipated to meet the 640 hours requirement necessary under 5 CFR 213.3202(b) for non-competitive conversion to career-conditional or career appointments, as appropriate, will be appointed under 38 U.S.C. 7405.

c. Compensation for trainees appointed under 5 CFR 213.3202(b) will be at the pay levels for GS-3 or GS-4, as appropriate. Compensation for those trainees who are appointed under authority of 38 U.S.C. 7405 will be in accordance with the provisions of VHA Supplement, MP-5, Part II, Chapter 3.

d. Trainees appointed under 5 CFR 213.3202(b) may be non-competitively converted to career-conditional or career appointments, as appropriate, provided all requirements of 5 CFR 213.3202(b) are met.

### **308.06 CONVERSION TO CAREER-CONDITIONAL AND CAREER APPOINTMENTS**

Students meeting all the requirements specified in 5 CFR 213.3202(b) may be converted to career-conditional or career positions, as appropriate, at the employing medical facility. If there is no appropriate position available locally for a student who is considered a good candidate for conversion, the medical facility or the student may check lists of vacancies published by VA Central Office and contact other VA installations at which the student is interested in being employed.